



Policy Type: Human Resources

Policy #: HR-500-01

Approved by Council on: June 25, 2018

Human Resources – Employee Service Recognition Program

Policy

The Town of Prescott is committed to recognizing employees for their dedication and years of service in order to build employee satisfaction and morale, to celebrate milestones, and to promote teambuilding.

Objective

An effective Employee Recognition Program has the potential to build employee commitment, reinforce loyalty, and communicate corporate values.

Procedure

Retirement Recognition

Employees retiring from the Town of Prescott who have reached the age of 55 and have at least 10 years of service with the Town will be presented with a gift. The value of the retirement gift will be \$250 for 10-19 years of services with the Town or \$500 for 20 or more years of service with the Town. The gift will not be cash nor gift cards as this would become a taxable benefit for the employee.

Pin and Certificate Recognition

Employees will have their service milestone recognized and are presented with a service pin and certificate for years of services. These presentation will be at the last Council meeting each November. The presentation will be made by the employee's Department Head, CAO, and the Mayor. The following milestone dates will be recognized, which have fallen in the previous 12 months from November 15th.

- 5 Year Pin
- 10 Year Pin
- 15 Year Pin
- 20 Year Pin
- 30 Year Pin